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**APPENDIX C. LETTERS OF AUTHORITY (LOAs)**

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**C-1. GENERAL**

The LOA grants authority to cite funds and incur obligations for MEDCASE/SuperCEEP equipment. Chapter 7 provides detailed information pertaining to the use of LOAs.

**C-2. EXAMPLES**

- a. Figure C-1 is a sample of an E-mail LOA with data elements.
- b. Figure C-2 is a sample of an Amendment to an E-Mail LOA.
- c. The circled numbers in each figure designate the data elements.
- d. An explanation of these circled numbers for Figure C-1 follows:

**FIGURE C-1. E-mail Letter of Authority with Data Elements as Marked**

TO: margie\_medcase@amedd.army.mil --(1)  
CC: usammamedcasemgr@det.amedd.army.mil  
Subject: LOA P061110

FROM: MCMR-MMO-AS 31 C  
RETURN LOA TO E-MAIL ADDRESS:  
USAMMAMEDCASEMGR@DET.AMEDD.ARMY.MIL

31 October 2005 ( 2 )

ACN(S): 010006997--( 3 )

EXPIRATION DATE: 28 FEB 2006 - ( 4 )

DOLLAR AMOUNT: \$164,125.00 (5)      LOA: P061110 -- (6)

1. DIRECT FUND CITATION AUTHORITY: THIS MESSAGE PROVIDES AUTHORITY TO INCUR OBLIGATIONS UNDER THE FOLLOWING ACCOUNTING CLASSIFICATION FOR THE PURCHASE OF THE ACN AND THE AMOUNT SHOWN ABOVE.

7 9760130.1871 074-8027 847721.00000 31E5 P1XXXX (14-POS DOC #) XXXXP1  
018126 P061110

## 2. EXECUTION INSTRUCTIONS:

A. FURNISH A COPY OF THIS AUTHORITY TO THE SERVICING FINANCE AND ACCOUNTING OFFICE.

B. ALL OBLIGATION DOCUMENTS MUST SHOW THE FUND CITE PROVIDED ABOVE.

C. MAINTAIN AN OBLIGATION RECORD AS SHOWN BELOW.

D. SUBMIT ALL OBLIGATION DOCUMENTS TO COMMANDER, USAMMA ATTN: MCMR-MMO-AS FORT DETRICK, MD 21702-5001, VIA MAIL OR FAX 301-619-4480/DSN 343-4480 WHEN THE CONTRACTS ARE AWARDED. A COPY OF RECEIVING REPORTS SHOULD BE FORWARDED TO THE USAMMA WHEN THE ITEM IS RECEIVED.

3. THE PAYING OFFICE FOR CONTRACTS ISSUED UNDER THE AUTHORITY OF THIS LOA IS:

DFAS-SA/FPA  
500 MCCULLOUGH AVE  
SAN ANTONIO TX 78215-2100  
PHONE DSN 448-4061; COMM 210-527-8061

OBLIGATION DATE - ( 9 ) REQUISITION NUMBER-- (10) DOLLAR AMOUNT OBLIGATED-(11)


ADDITIONAL OBLIGATION LINES MAY BE ADDED TO THIS LOA.

**ITEM 1.** ISSUE TO - The activity's e-mail address that the LOA is sent.

**ITEM 2.** DATE ISSUED - This is the date the LOA was generated by the USAMMA. Funds are available as of that date for execution of the LOA. In no case should a contract, purchase/delivery order be awarded prior to that date.

**ITEM 3.** ACN - The ACN(s) to be purchased with the LOA. In no case should other requirements be purchased with this LOA.

**ITEM 4.** EXPIRATION DATE - The LOA is valid for a specific number of days ending on the expiration date. In no case should a contract, purchase/delivery order be awarded past this date without amendment to the LOA.

**ITEM 5.** AMOUNT AUTHORIZED - Total dollar allocated on this LOA. Obligations incurred shall not exceed this amount without amendment to the LOA.

**ITEM 6.** LOA NUMBER – This seven-digit field is assigned by the USAMMA for LOA transaction control. The Advice number is unique to an LOA and is used only once within a FY. All references to an LOA use this number.

**ITEM 7.** ACCOUNTING CLASS - The accounting classification cited on this LOA must be reflected on the contract, purchase/delivery order exactly as on the LOA. If funds are controlled by a project code, the project code is incorporated in this line.

**ITEM 8.** BUDGET LINE ITEM - Identifies the program category within the Defense Health Program-Procurement appropriation.

**ITEM 9.** OBLIGATION DATE - Calendar date the obligation occurred.

**ITEM 10.** REQUISITION NUMBER - Requisition Number obligated for this LOA.

**ITEM 11.** DOLLAR AMOUNT OBLIGATED - Dollar value of the contract, purchase/delivery order number obligated against this LOA.

**FIGURE C-2. Amendment to an E-mail Letter of Authority**

TO: margie\_medcase@amedd.army.mil -- 1  
CC: usammamedcasemgr@det.amedd.army.mil  
Subject: AMENDMENT TO LOA P061108

FROM: MCMR-MMO-AS  
RETURN AMENDMENT TO E-MAIL ADDRESS:  
USAMMAMEDCASEMGR@DET.AMEDD.ARMY.MIL 2

1. INFORMATION CITED ON LOA P061108 IS CHANGED AS FOLLOWS:

A. EXPIRATION DATE IS EXTENDED TO: NO CHANGE -- 3

B. FUNDING AUTHORITY IS INCREASED BY \$ 164,125.00. TOTAL OBLIGATIONS SHALL NOT EXCEED \$1,412,875.00. -- 4

2. THE ACCOUNTING CLASSIFICATION AND EXECUTION INSTRUCTIONS ON THE ORIGINAL LOA REMAIN UNCHANGED. RETURN THE AMENDMENT WITH THE ORIGINAL SIGNATURE WITH THE OBLIGATIONS PACKAGE. 5

3. THIS AMENDMENT IS CHANGE NUMBER 01 TO SUBJECT LOA.

4. ACN(S): 010006995

**ITEM 1.** ISSUE TO - Address of the activity to which the LOA was issued.

**ITEM 2.** LOA NUMBER - Seven-digit field assigned by the USAMMA for a specific LOA.

**ITEM 3.** EXPIRATION DATE - This reflects the new expiration date of the LOA. If no change occurred it will read "NO CHANGE".

**ITEM 4.** AMOUNT AUTHORIZED - Total dollars allocated on the LOA. Obligations incurred shall not exceed this amount without another amendment to the LOA. If no change occurred to the amount it will read "NO CHANGE".

**ITEM 5.** CHANGE NUMBER - Identifies the number of LOA amendments.